

Maurita Johnson, Deputy Director

**Authorized signature****Number:** CW-IM-13-010**Issue date:** 12-13-13**Topic:** Foster Care**Subject:** The DHS/OHA Background Check Unit is moving**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                  | <input type="checkbox"/> County DD Program Managers                                 |
| <input type="checkbox"/> Area Agencies on Aging             | <input type="checkbox"/> County Mental Health Directors                             |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families      | <input checked="" type="checkbox"/> Other (please specify): Child Welfare employees |

**Message:**

The DHS/OHA Background Check Unit (BCU) moved from its current location in the Parkway Building in Salem to a new location on Cherry Avenue in Keizer on the afternoon of December 6th.

**Effective December 9th** the BCU's address is **3406 Cherry Ave NE, Keizer, OR 97303**. Please use this address when sending anything to the BCU using the Department's internal shuttle mail service. If sending anything via regular U.S. Mail, please continue to use the same BCU Post Office Box address that has been in use up to now: **PO Box 14870, Salem, OR 97309-5066**. The fax number for transmitting 1011F background check requests for purposes of emergent placement will remain the same after the move: **503-378-2589**.

*If you have any questions about this information, contact:*

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